Toshiba Setup Checklist

Customer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home> User Functions> Admin: 123456

⃝Energy Save: Auto Power Save: 30, Sleep Timer: 60, and Super Sleep Disabled

User Function>Admin>General>Energy Save

⃝Status Message: Toner Near Empty ON and LCF Message OFF (If Applicable)

User Function>Admin>General>Status Massage

⃝Set Date and Time

User Function>Admin>General>Clock

⃝Disable Drawer Size Pop-up Massage

User Function>Admin>General>Pop-Up>Drawer Set DISABLE

⃝Job Skip- ON

User Function>Admin>General>Page 2>Job Skip On

⃝Programmable Buttons: Button 1-Scan // Button 2-Fax

User Function>Admin>General>Page 3>Program Buttons #1 Scan, Button #2 Fax

⃝Auto Change of Paper Source-ON and Paper of Different Direction-ON (For Copy and Print)

User Function>Admin>Copy>Page 2> Auto Change of Paper Source-ON// Paper of Different Direction-ON

User Function>Admin>Printer/E-Filing>Auto Change of Paper Source-ON// Paper of Different Direction-ON

⃝Communication Report (Transaction Report): Memory TX- ALWAYS (FAX ONLY)

User Function>Admin>List/Reports>Reports>Comm Reports>Memory TX Always (Print first Page Image YES)

⃝Paper Size Setting: Allow, Allow

User Function>Admin>Page 2>Drawers>Paper size Set ALLOW // All Drawers ALLOW

⃝Fax Mode Initialize (If Fax Installed)

User Function>Admin>Fax>INITALIZE

⃝Default Copy Mode (Color or Black and White)

User Function>Copy> Color Mode BLACK

⃝Meter and Supply Email and Fax Notification (See Back)

Update firmware

05 Mode Changes

DSDF:

⃝ 05-3240 (DO THIS FIRST) Scanner characteristic values between MFP and DSDF

⃝05-3400 (DO THIS SECOND) (Only when DSDF is installed) Changes 05-3044,3045,3042 and 3043 to DSDF

⃝05-3044 Front Side Lead Edge Correction (If Needed) // 05-3045 Back Side Lead Edge Correction (If Needed)

08 Mode Changes:

⃝08-9229 (Set to 1) Scan Default File Type Set To PDF

⃝08-9891 (Set to 0) Maintenance Message OFF

⃝08-9566 (Set to 64) SMB Writing Data size (Decrease the value of this setting when the file transmission to an SMB server fails.)

Tech:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS IS TO STAY WITH MACHINE

**Toshiba Meter/Toner Notification Settings**

1. User Functions
2. Admin
3. Service (in lower right side of display)
4. Service Notification
5. If fax is installed, select Fax and enter our fax #: 803-551-2955
   1. Select “Date”
      1. Notify Date 1 set to 14
      2. Notify Date 2 set to 28
6. Select “email”
   1. In the email field enter: [meter@cbesc.com](mailto:meter@cbesc.com)
   2. In the second field: [supplies@cbesc.com](mailto:supplies@cbesc.com)
7. Total Counter Transmit - “On”

**\*\*\* Below will not display if fax is already done \*\*\***

* 1. Select “Date”
     1. Notify Date 1 set to 14
     2. Notify Date 2 set to 28

1. Waste Toner Box Near Full Transmit – ‘ON”
2. Toner Near Empty – “On”
3. Ok
4. Ok
5. Close
6. Close